Police Technology Director   **Job Code:** 1907

Originated: 11/2005   Salary Grade: 1907   FLSA: Exempt
Revised: 4/2006   EEO Code: 21   Supervisory: Yes
HR Ordinance Status: Unclassified

CLASS SUMMARY

The Police Technology Director is responsible for planning, organizing, and supervising the operation of police information systems in concern with the City's Information Systems department standards, guidelines and strategic plans.

DISTINGUISHING CHARACTERISTICS

The classification supervises the work of professional and technical staff involved in the development and installation of new computer systems, maintenance, operations, and enhancement of existing systems. Work is performed under general supervision of the Chief Information Officer. Day-to-day guidance will be provided by the Administrative Services Director in the Police Department.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Responsible for the planning, development, purchase and implementation of all technology projects within the Police Department. Prepares short and long-term strategic plans concerning automation for the department, establishing priorities regarding systems projects, and deciding on computer hardware/software to be purchased. A major component of this classification is the responsibility of ensuring the integration of all police automated systems.
- Supervises professional and technical staff; assigns work activities, projects and programs to appropriate staff members; reviews and evaluates the effectiveness of current work products and methods. Supports employee involvement in decision-making to assist them in meeting individual goals and promotes positive employee attitudes.
- Supervises multiple computer applications through development and support phases including operating systems, applications packages, network/communications systems, database management systems and related software.
- Reviews proposals and oversees projects to ensure technical and departmental requirements are met; forecasts and budgets for automated equipment in the Police Department; and monitors time and dollar expenditures to ensure projects and budgets meet established targets.

- Prepares, analyzes, reviews and negotiates contracts with hardware, software and system service vendors.
- Under the direction of the Chief Information Officer, works closely with the Police Chief, Police staff, and Divisional Directors on IT management issues and opportunities.
- Demonstrates an ability to communicate and manage organizational change. Directs individual accomplishments toward organizational management objectives.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS
Knowledge, Skills and Abilities

Knowledge of:
Management practices and procedures
Information Systems related terminology, practices and procedures
I.S. processes, regulations, codes, ordinances and terminology
Police Department applications systems, computer resources, and Police Department user requirements
Computer systems design, management, programming, and quality assurance
Project organization, management and control

Ability to:
Plan, organize and review the work of staff members to identify skills, improvement areas, and focus on accomplishment
Review procedures and problems and develop solutions and new systems
Listen and communicate effectively with a diverse group of people
Establish and maintain effective working relationships with co-workers, supervisors, vendors, and the general public
Operate a PC to compose reports and correspondence
Understand and interpret City ordinances, stipulations, codes, policies and procedures and understand the logic behind them
Communicate effectively with the public, staff and co-workers
Study problems and develop innovative solutions; prepare and present effective written and oral reports

Education and Experience
Any combination of a Bachelor's degree in Computer Science, Computer Information Systems or a related field and a minimum of five years recent experience in systems and network operations, customer support, application services, and development and implementation of technological initiatives. Requires a minimum of two years recent experience managing and leading professional and technical personnel. This classification must have experience managing all aspects of information technology, including strategic planning, project management with complex and multi-departmental technology projects, budget, contract administration, and creating technical solutions to customer problems. Experience working in a public safety environment is highly desirable.

Licensing and Other Requirements
Requires a valid standard Arizona Drivers License with no major driving violations within the last 39 months.

SUPERVISION RECEIVED AND EXERCISED
Work is performed under the general supervision of the Chief Information Officer. The Police Technology Director directly supervises professional and technical staff and carries out supervisory responsibilities in accordance with the organizations policies and applicable laws

WORK ENVIRONMENT/PHYSICAL DEMANDS
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.